



University
of Glasgow

General Safety Information for new school personnel

School of Physics & Astronomy

**WORLD
CHANGING
GLASGOW**

**A WORLD
TOP 100
UNIVERSITY**



Introduction

Welcome to Physics & Astronomy!

These slides are designed to help introduce you to general safety in the school; there will also be research-group-specific safety training, which is not covered here.

School safety information:

<https://www.gla.ac.uk/schools/physics/infoforstaff/safety/>

Mandatory requirements for new staff

- University safety training requirements for all new staff:
 - Introduction to Safety at the University of Glasgow
<https://moodle.gla.ac.uk/course/view.php?id=36332>
 - Introductory Fire Safety Training
<https://moodle.gla.ac.uk/course/view.php?id=185>
 - Working Safely with Computers and Display Screen Equipment
<https://moodle.gla.ac.uk/enrol/index.php?id=6182>

You can find more information on SEPS web pages
<https://www.gla.ac.uk/myglasgow/seps/>





Safety in the School

The school's safety committee coordinates the approach to safety

The philosophy is that *everyone* should be proactive on safety – the success of the school safety policy depends on all our staff contributing to the safety culture.



Note that there is advice and help on fire, radiation, lasers, chemicals and equipment lifting

Current membership of Safety Committee

Current membership of the school safety committee (2023)

The SC aims to represent all sectors of the school, to ensure comprehensive engagement.

Committee Member	Contact details	sector
Mr P. Agnew (Lifting equipment coordinator)	Ext 6409 Paul.Agnew@glasgow.ac.uk	Workshops
Dr David Boldrin	Ext 3022 David.Boldrin@glasgow.ac.uk	MCMP
Mr A. Clarkson	Ext 2113 Anthony.Clarkson@glasgow.ac.uk	NHP
Mr. C. Craig (Fire Safety Coordinator, Kelvin Building)	Ext 5901 07748155509 Colin.Craig@glasgow.ac.uk	FSC
Prof D.A. Diver (Convenor)	Ext 5686 Declan.Diver@glasgow.ac.uk	Theory Groups, Admin
Mr F. Doherty	Ext 6423 Frederick.Doherty@glasgow.ac.uk	PPE
Mr. C. Hunter (Fire Safety Coordinator, Observatory)	Ext 8556 Colin.Hunter@glasgow.ac.uk	Observatories
Dr Ashley Lyons	Ext 4003 Ashley.Lyons@glasgow.ac.uk	ARC
Mr J. Marshall (Safety Co-Ordinator, First Aid Coordinator & Technical Manager)	07791784719 John.Marshall@glasgow.ac.uk	P&A all
Ms C. Neilan (Radiation Protection Officer)	Ext 2807 Claire.Neilan@glasgow.ac.uk	RPO
Ms Carmel O'Brien	Carmel.O'Brien@glasgow.ac.uk	Clerk
Mx T. Queen	Ext 2807 Thomas.Queen@glasgow.ac.uk	Teaching labs
Dr J. Taylor (Laser Safety Officer)	Ext 6403 Jonathan.Taylor@glasgow.ac.uk	Optics Groups
Dr S. Webster	Ext 5884 Stephen.Webster@glasgow.ac.uk	IGR



General safety 1. SafeZone App & Emergencies

Download the SafeZone App for your smart phone!

<https://www.gla.ac.uk/myglasgow/securityandoperationalsupport/>

Helps with incident reporting, lone working and personal safety

For Fire, Ambulance or Police

Use university telephone to:

Dial 4444 if on Gilmorehill campus (e.g. in Kelvin Building)

Dial 2222 if on Garscube campus (e.g. in Observatory)

Or

Use the EMERGENCY button on Safezone app



General safety 2. First Aid

There are first aid kits (see image below) in every lab, workshop, teaching space and the common room.

There are trained first aid officers available in the school – see notices in each of the Kelvin Building and Acre Road Observatory



Name	Room	Ext.
Jane Foxall	508	4709
Leo Combs	319	0836
Sphinx Svensson	156/162	6432
Tom Queen	319	2807

For Fire, Ambulance or Police

Use university telephone to:

Dial 4444 if on Gilmorehill campus (e.g. in Kelvin Building)

Dial 2222 if on Garscube campus (e.g. in Observatory)

Or

Use the EMERGENCY button on Safezone app

General safety 3. Fire safety



There is a weekly fire alarm test (usually Mondays before 9am)

There is a fire evacuation drill every semester – you **must** comply with any instruction to evacuate the building

If you discover a fire, raise the alarm by operating the nearest fire alarm call point

If you hear the fire alarm, evacuate the building quickly and calmly, proceeding to the designated assembly point

don't delay to collect personal belongings

close room doors behind you, if possible

there are refuge points for those who need assisted evacuation

don't use the lifts!

For Fire, Ambulance or Police

Use university telephone to:

Dial 4444 if on Gilmorehill campus (e.g. in Kelvin Building)

Dial 2222 if on Garscube campus (e.g. in Observatory)

Or

Use the EMERGENCY button on Safezone app



General safety 4. Office Safety

Safety applies in your office too!

Please work safely – the table offers a quick guide to common unsafe practices and how to avoid them

Guiding principles:

- don't use apparatus that isn't in good condition;
- don't have cables on the floor where they can be damaged;
- don't clutter the room in a way that could lead to a trip hazard or a fire risk.

Item	Action
Are there cables (IT, electrical) on the floor?	Pin to wall/trunking/lay on desks
Are there multi-sockets on the floor?	Remove! See above
Plugs are loose, pins broken, cable colours showing	Get a new plug fitted properly
Extension sockets are 'daisy-chained' to power an appliance at a distance from the power source	Don't do this! Move the appliance....
Fans or kettles balanced precariously on furniture, or somewhere it could fall (eg window ledge)	Find a stable place where they can't be knocked off easily
Kit in a place where it can overheat or could topple	Remove to less risky place
Dodgy heater or kettle?	Discard via Stores
Phone charger and/or cable a bit damaged?	Don't use in the Kelvin Building
Desk lamp: gets too hot, or easily overbalanced; plugged in too far away meaning cable is stretched	Get a new lamp or LED bulb; move the lamp to new location - or move the desk!
Old/unused/unwanted apparatus on the floor	Tidy up – take unwanted kit to Stores for WEEE disposal.
Broken/wobbly chair or desk/table	Discard & replace– ask advice at Stores
Trip hazard from floor covering	Contact safety officer asap.



General safety 5. Using the building safely



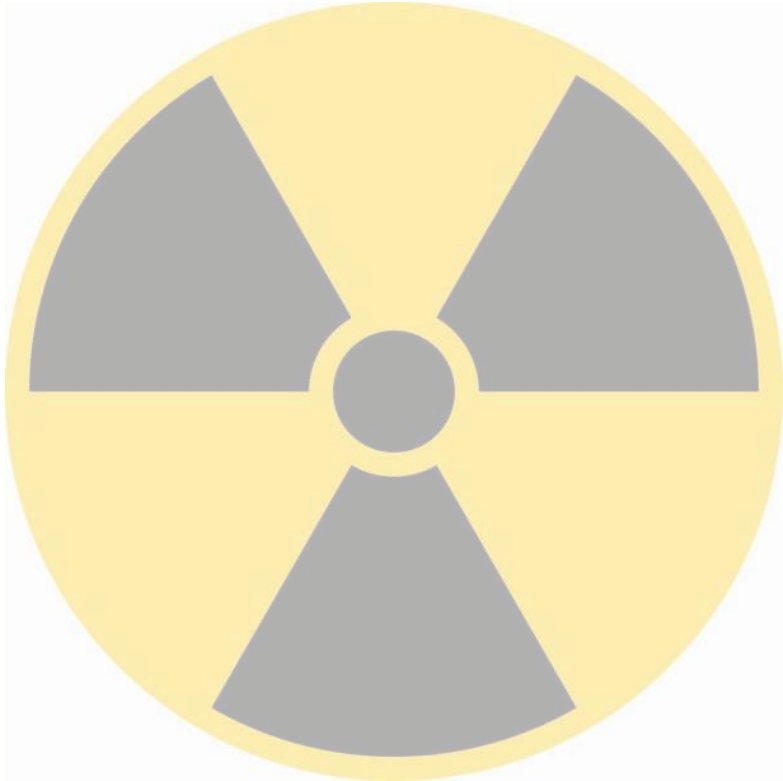
Safety extends to all aspects of the working environment

Please observe safe practice in the common spaces in the building

- Don't wedge open fire doors – if you see an unattended fire door wedged open, please close it
- Don't put any items in the corridors or stairwells – e.g. unwanted furniture; just ask, and surplus items can be disposed of safely
- If you see a spillage or damage to the building – please report it to the Safety Coordinator.
- Don't move heavy items if you are not experienced – there's help available: contact the Safety Coordinator
- Don't smoke in the building! This includes e-cigarettes and vapes.



General safety 6. Radiation Safety



If your work **requires** the use of radiation:

- Your research group will be in touch with information on how to sign up for the Radiation Protection training course and register for a dosimeter badge.

If your work **does not require** the use of radiation:

- Do not use any workbenches or lab spaces signposted as being designated for radiation work.
- Do not handle any apparatus signposted as for use in radiation work without first consulting the person in charge of the lab.

In the case of any uncertainty, contact the Radiation Protection Officer



General safety 7. Laser Safety



If your work involves the use of Class 3b or Class 4 lasers:

- You **must** complete the moodle laser safety training course before any work begins. Contact Radiation Protection Services (currently Brian.McLaughlin@glasgow.ac.uk) to be enrolled
- New experiments or lasers require a dedicated laser safety risk assessment **before** construction. Contact the School Laser Safety Officer for details
- Your research group will provide additional experiment-specific training as required
- Contact the School Laser Safety Officer for any other laser-related advice

If your work involves Class 1, 2 or 3R lasers:

- There is no requirement for safety training or in-depth laser risk assessment – just consider it as part of your general lab RA.



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Don't forget: your research group will offer specialist safety training too, where relevant. There is also specialist training for teaching demonstrators too.

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